

MassDEP, Bureau of Air and Waste

Air Quality – 50% or 25% Facility Emission Cap Application

Instructions for Online Filing



EEA ePLACE Portal

AQ5025 Emission Cap

- ▶ How to create an account in ePLACE
- ▶ How to file an online application
- ▶ How to check your application status
- ▶ How to get help



Register for an Account

- Create or Log-in to your account in eLicensing
- First time users click here
- Be sure to provide your full name, address, and contact information when setting up your account.

Mass.gov | State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

eLicensing and ePermitting Portal

[Announcements](#) | [Accessibility Support](#) | [Register for an Account](#) | [Login](#)

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at: (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at ePLACE_helpdesk@state.ma.us. For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact [Energy and Environmental Affairs](#).

Convenience Fee: Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

[Home](#)

[Advanced Search](#)

Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit, Certificate or Notification
- Make Payments Online

Options for Consumers and the General Public:

- Check License Status for Individuals or Business Licensees [Here](#)

Login

User Name or E-mail:

Password:

[Login](#)

☐ Remember me on this computer

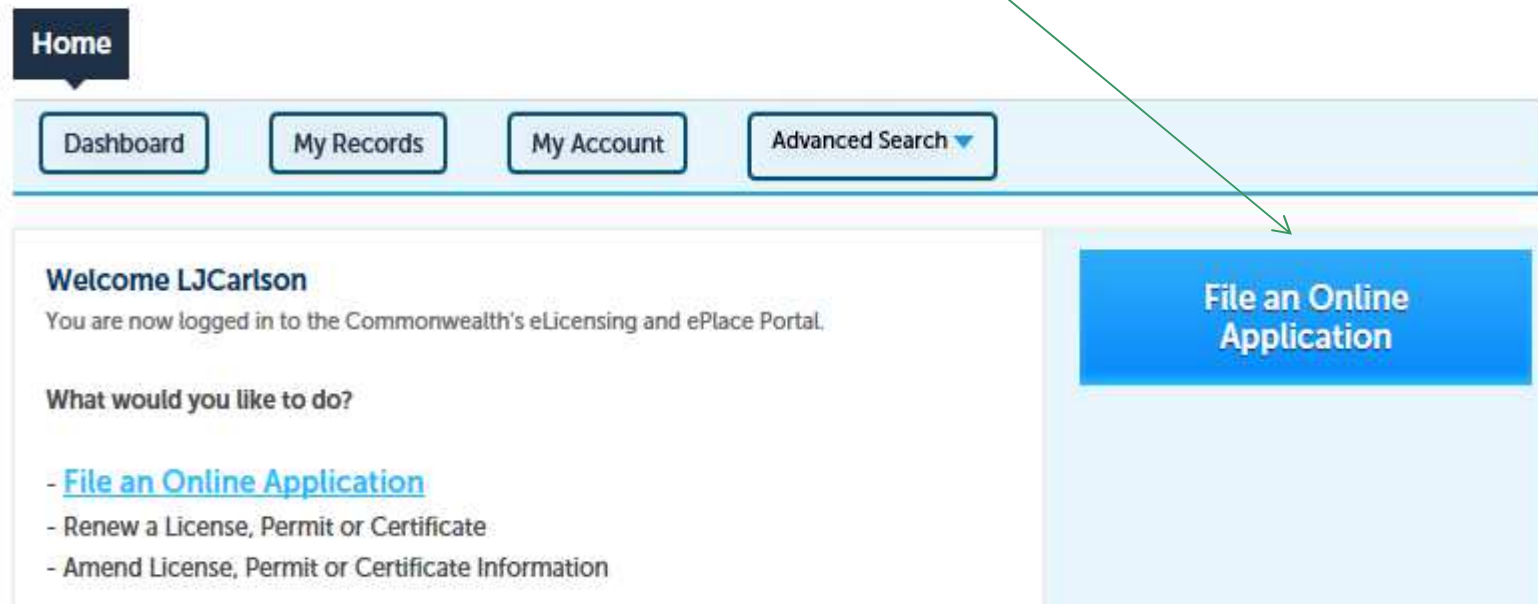
[New Users: Register for an Account](#)



EEA ePLACE Portal

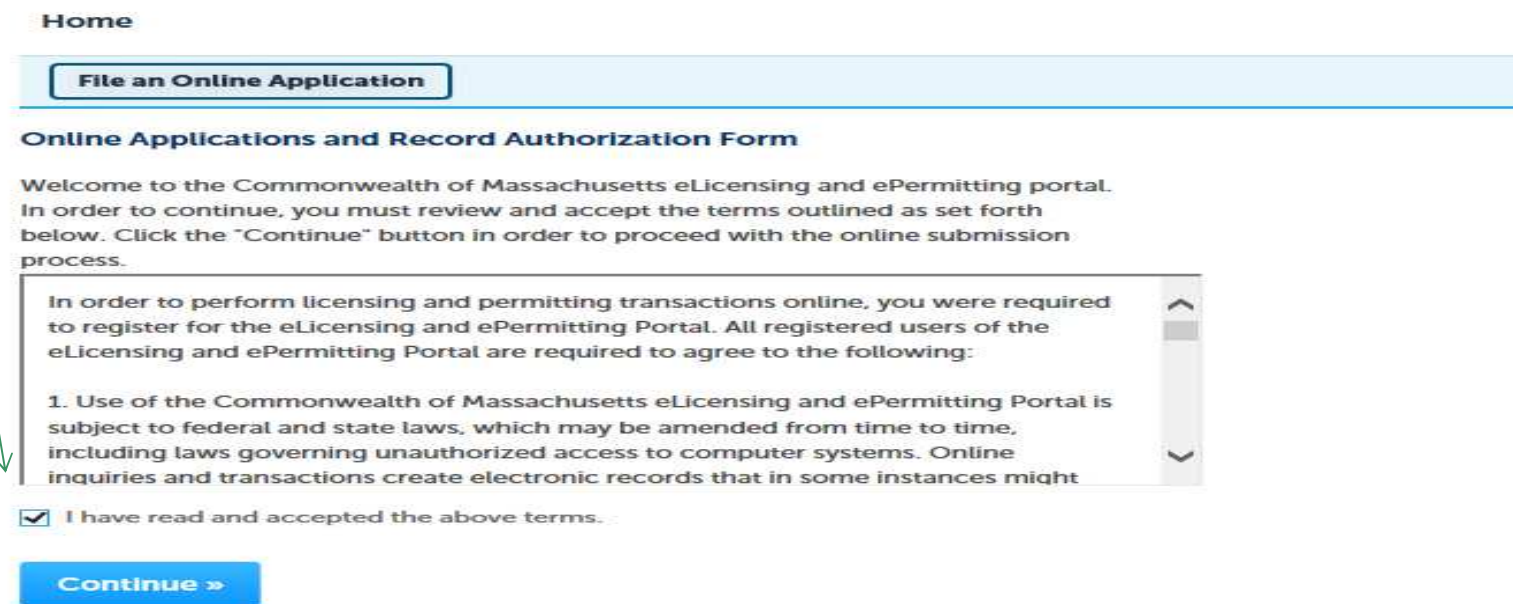
File an Online Application

- Click here to start (if you don't already have a certification and this is the first time using this system)



File an Online Application

- Read and accept the Terms and Conditions
- Click the checkbox and click “Continue”



Home

File an Online Application

Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

☒ I have read and accepted the above terms.

Continue »



File an Online Application

- Click on “Energy and Environmental Affairs” and “Apply for a DEP Authorization”

CLICK ON THE BELOW LINKS TO APPLY FOR AUTHORIZATIONS FROM DIFFERENT DEPARTMENTS:

ENERGY AND ENVIRONMENTAL AFFAIRS (DEP, MDAR, DCR)

- ☐ APPLY FOR A DEP AUTHORIZATION
- ☐ APPLY FOR A MDAR AUTHORIZATION
- ☐ APPLY FOR A DCR AUTHORIZATION

LINK YOUR ACCOUNT

Continue »



EEA ePLACE Portal

File an Online Application

- Click “Air Quality” to see the available applications
- Select 50% or 25% Facility Emission Cap and Click “Continue”

The following are the Authorizations for the selected Department:

Air Quality (AQ)

- ☐ 50% or 25% Facility Emission Cap Application
- ☐ AQ01 - Limited Plan Approval for Fuel Utilization Emission Unit(s) Application
- ☐ AQ01 - Limited Plan Approval for Process Emission Unit(s) Application



Identify your Facility

- Search for an existing facility by entering name or address and click on “Search”.
- If not found, click on “Clear” and use different or fewer criteria
- If still not found, add as new facility by typing in the facility information as required (see red asterisk)

* Facility Name:

* Street # * Street Name: Street Name 2

* City: ? * State: ? MA * Zip: ?

Latitude Longitude

DEP Facility ID: ? AQ ID: ?



Search Facility

- Based on what you have searched for, a list will be returned with all possible matches.
- In the example here the search was for a street named “Hampden”
- Click on the button to the left of the facility name and click “Select” or
- Click “Cancel” and search again



portion of the name in the "Name" box and click on "Search". Your search will return a list of facilities.

Facility(s)

Showing 1-12 of 12

	Facility Name Address
<input type="radio"/>	HAMPDEN 625 MAIN ST HAMPDEN MA 01036
<input type="radio"/>	HAMPDEN AUTO BODY 224 MAIN ST HAMPDEN MA 01036
<input type="radio"/>	HAMPDEN COUNTRY CLUB 128 WILBRAHAM RD HAMPDEN MA 01036
<input type="radio"/>	HAMPDEN COUNTY JAIL 0 GEORGIA ST LUDLOW MA 01056
<input type="radio"/>	HAMPDEN COUNTY SHERIFFS DEPT CORRECTION 627 RANDALL RD LUDLOW MA 01056
<input type="radio"/>	HAMPDEN ENGINEERING CORP 99 SHAKER RD EAST LONGMEADOW MA 01028
<input type="radio"/>	HAMPDEN FENCE SUPPLY INC 80 INDUSTRIAL LN AGAWAM MA 01001
<input type="radio"/>	HAMPDEN GAS MART INC 562 WESTFIELD ST WEST SPRINGFIELD MA 01089
<input type="radio"/>	HAMPDEN HIGHWAY DEPARTMENT 589 MAIN ST HAMPDEN MA 01036
<input type="radio"/>	HAMPDEN PAPERS INC 100 WATER ST HOLYOKE MA 01040
<input type="radio"/>	HAMPDEN PONDS REALTY LLC 95 NEW BROADWAY WESTFIELD MA 01085
<input type="radio"/>	HAMPDEN TRADING INC 33 COMMERCIAL DR HAMPDEN MA 01036

<

Select Cancel

Identify Facility Owner

- Click “Look Up” to find Facility Owners already registered with DEP
- Or add a new Owner

Owner Information

To add an owner, click the “Add New” button. You will have the option of using your login information, if applicable. You can also “Look Up” a previously entered contact, and select as the owner. If an owner is incorrect or has changed, you need to add the new/correct owner first, and then you can remove the incorrect/previous owner. Note that at least one owner is required to be entered.

[Add New](#)[Look Up](#)

Showing 0-0 of 0

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
No records found.					

[Continue Application »](#)[Save and resume later](#)

EEA ePLACE Portal

Look Up Facility Owner

- Search for an existing Contact by entering a name and click on “Look Up”
- Select your contact from the list and click “Continue”
- If not found, click on “Clear” and try with fewer criteria
- If still not found, click “Cancel”

Look Up Contact

Contact Type: ⓘ
--Select--

First Name: Middle Name: Last Name:

Name Of Organization: ⓘ Contact Person:

Telephone #: xxx-xxx-xxxx

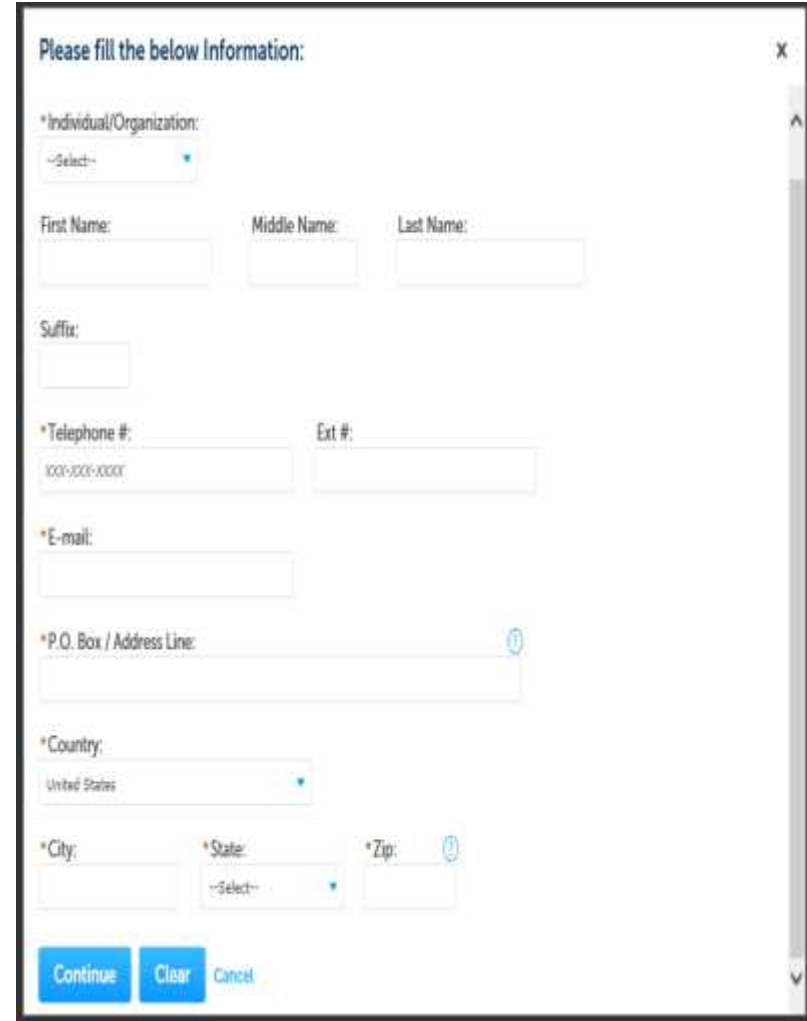
E-mail:

Look Up **Clear** Cancel



Add a New Facility Owner

- If there is no registered owner, click “Add New”
- Provide all information in the new window that opens
- Click “Continue”



Please fill the below information:

* Individual/Organization:
~Select~

First Name: Middle Name: Last Name:

Suffix:

* Telephone #: Ext #:

* E-mail:

* P.O. Box / Address Line:

* Country:
United States

* City: * State: * Zip:

~Select~

Continue Clear Cancel



Save and Resume

- At some point in the process, you should click the “Save and Resume” button.
- When you do this, the system will send you an email with a PIN Number.
- Share this number (forward the email) with the Responsible Official who will be submitting the application under their signature. Instructions for how to activate this PIN are available on the ePLACE website.
- Once you click on “Save and Resume” the system will return you to a page with a list of “Your records”
- Click on the blue “Resume Application” link next to the application line item to continuing completing the application.



Step 2. Application Information: Notification Statement

- Click on “Instructions” for more information about this application
- If your facility already has an emission cap, choose “Yes” & provide the “Authorization Number” and “Date Issued” for each of your approvals
- If your facility does not already have an emission cap, choose “No”
- Click “Continue Application”

Step 2: Application Information > Page 1 of 3

Instructions

* indicates a required field.

Notification Statement

You need to enter the following information on this page, only if your facility already operates with an emissions cap. Otherwise, proceed to the next page by clicking 'Continue Application'.

* Does your facility already operate with an emissions cap?:

☐ Yes ☐ No

Restricted Emission Status (RES) Approval

Authorization Number:

Date Issued:

MassDEP Operating Permit

Authorization Number:

Date Issued:

25% Cap Approval

Authorization Number:

Date Issued:

50% Cap Approval

Authorization Number:

Date Issued:



Step 2. Application Information: Current Emission Cap

- If your facility already has an emission cap, indicate the cap for each of the requested pollutants
- If there is no current cap, leave the field blank (do not enter zero)

NOTE: A cap is a limit established by a permit

50% or 25% Facility Emission Cap Application

1 Facility Information	2 Application Information	3 Applicant and Contributors	4 Review
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Step 2: Application Information > Page 2 of 3

Specify Current Emission Caps

Particulate Matter:

Tons/Year

SOx:

Tons/Year

VOC:

Tons/Year

NOx:

Tons/Year

CO:

Tons/Year

Individual HAPs:

Tons/Year

Total HAPs:

Tons/Year

Facility-Wide Emission Summary

The ACTUAL emissions from all activities at the facility for the previous calendar year. If you enter facility-wide actual or permitted HAPs greater than 50 tons per year and/or NOx or VOC emissions greater than 25 tons per year and/or SOx



Step 2. Application Information: Actual Emissions

- Provide the actual emissions (in tons) of each pollutant emitted from your facility for the previous calendar year.
- Click “Continue Application”

Facility-Wide Emission Summary

The ACTUAL emissions from all activities at the facility for the previous calendar year. If you enter facility-wide actual emissions of SO_x, CO or Particulate Matter greater than 50 tons per year and/ or NO_x or VOC emissions greater than 25 tons per year and/or Single HAP emissions greater than 5 tons per year or Total HAP greater than 12.5 tons per year, you may want to re-consider your pursuit of this emission cap. At least one field below must be populated.

Provide Actual Emissions for Last Calendar Year:

2016

SO_x:
 Tons

NO_x:
 Tons

Individual HAPs:
 Tons

Particulate Matter:
 Tons

VOC:
 Tons

CO:
 Tons

Total HAPs:
 Tons

[Continue Application »](#)

[Save and resume later](#)



EEA ePLACE Portal

Step 2. Application Information: Emission Cap

- Check the box to indicate the emission cap level that you are seeking.
- Each pollutant will be subject to the cap established by this application

Step 2: Application Information > Page 3 of 3

* indicates a required field.

Please Pick One option

"I hereby notify MassDEP that this facility will operate in accordance with the general requirements of 310 CMR 7.02(11) and under the facility wide emission cap in lieu of restricted emission status or operating permit approval or other facility-wide cap where applicable."

50% Cap: 310 CMR 7.02 (11)(e): ?

☐

25% Cap: 310 CMR 7.02 (11)(f): ?

☐

Continue Application »

Save and resume later



EEA ePLACE Portal

Step 3. Applicant and Contributors

- The Applicant Information box will show the name and address of the person currently logged into the application. This is the applicant. If the person filing out the form is NOT the “Responsible Official” for the Facility, they are not the applicant, please log out and have the Responsible Official log in to complete the form.
- Click “Continue Application” if the correct person is shown as the applicant. Ignore the “Edit or View” link- this has been disabled.

Applicant Information

To review or certify this application, click on the “Continue Application” button. For most applications, if you are not the applicant, you will only be able to review. After reviewing, you will need to click on the “Save and resume later” button, and have the applicant log-in to certify.

Applicant Information:

Ted Smith
10 Winter Street
Boston, MA, 02144
Telephone #: 617-777-5555 Email: tedsmith@email.com

[Edit or View](#)

[Continue Application »](#)

[Save and resume later](#)



EEA ePLACE Portal

Step 4. Review

- Review your application
- Click “Edit Application” if you want to update or change any information you provided.

1 Facility Information	2 Application Information	3 Applicant and Contributors	4 Review	5 Application Submitted
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Step 4: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the “Edit Application” button to make changes, if needed.

Review and Certification

If you arrive at this Review page after selecting “Resume Application” from your dashboard, (and then select “Pick up where I left off”), you will need to click on the “Applicant and Contributors” tab at the top of this page, and then click “Continue” to finish submitting this application.

[Edit Application](#)

Facility Information

HAMPDEN PAPERS INC | 100 WATER ST HOLYOKE MA 01040
DEP Facility ID: 130889
DEP Region: WE
AQ ID: 0420181
HW ID: MAD001115526
Facility Record ID: 15-FAC-014867

Owner Information

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
John Smith					Edit/View

Notification Statement

Does your facility already operate with an emissions cap?:

Yes

Restricted Emission Status (RES) Approval



EEA ePLACE Portal

Step 4. Review & Certify

- Read the certification statement
- Check the box agreeing to it
- Click “Continue”
- ONLY the applicant in whose name the certification will be issued should click on this box and certify the application

"I certify that I have personally examined the foregoing and am familiar with the information contained in this document and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment"

☐ I agree that I am the Applicant.
If you are not the Applicant then click on 'Save and resume later' button.

Date Signed:

[Continue Application »](#) [Save and resume later](#)



6. Record Issuance

- When you successfully submit your Notification you will receive the following notice.
- You will also received a Record ID so you can track the status of your application on line
- Go to your “My Records” page to see the status of an application

Home

DEP Applications

50% or 25% Facility Emission Cap Application

1 Facility Information

2 Application Information

3 Applicant and Contributors

Step 5: Record Issuance



Successfully Completed.

Thank you for using our online services.

Your Record Number is 17-AQ5025-000027-APP.

You will need this number to check the status of your application.



EEA ePLACE Portal

After Submittal

- The following Notifications will be sent you to via email:
 - ▶ Authorization PIN – Allows you to share your application for any reason.
 - ▶ Confirmation of Application Submission and Payment Information – Information about payment. This notice will include you application or Record Number.
 - ▶ Proof of Record – A printable copy of your application minus attachments. This will be sent approximately 5 minutes after submission.



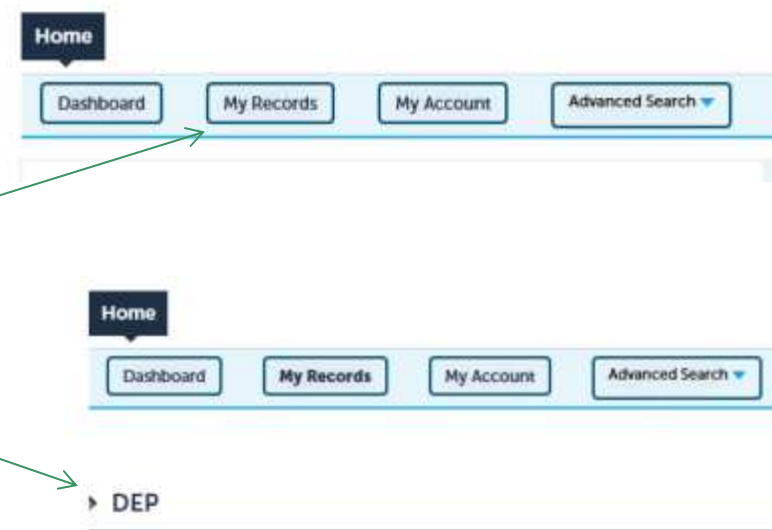
Your Records in ePLACE

- Every application you prepare or submit will be saved in a file associated with your account in EEA ePLACE.
- From the “Your Records” screen you will be able to:
 - ▶ Resume Application – If you decided “Save and Resume” during the application process, you can resume here.
 - ▶ Edit – If your application is not complete or requires a change after submission, you may be given the option to edit here after the Department has confirmed this.
 - ▶ Pay Fees Due – If you have fees that are due (or fees that have been paid by mail but have not been processed yet).



Accessing Your Records

- Log in to EEA ePLACE Portal
- Click “My Records”
- Click the “▶” in front of “DEP” on the next screen



“My Records”

- View list of Applications/ Authorizations associated with your account.
- Status indicates current status
- Actions are also shown here (see next page)

▼ DEP

Showing 1-10 of 26 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Identifying Number	Record Type	Address	Expiration Date	Status	Action
<input type="checkbox"/>	03/03/2017	17-WS10-000499-APP	WS10 - Cross Connection Certification Application			On Hold	
<input type="checkbox"/>	02/24/2017	17-WS10-000482-APP	WS10 - Cross Connection Certification Application			Approved	
<input type="checkbox"/>	02/24/2017	17-WS10-000483-APP	WS10 - Cross Connection Certification Application			Payment Pending	Pay Fees Due
<input type="checkbox"/>	02/24/2017	17-WS10-000481-APP	WS10 - Cross Connection Certification Application			Payment Pending	Pay Fees Due
<input type="checkbox"/>	02/24/2017	WS10-0032775	WS10 - Cross Connection Certification Authorization		02/24/2020	Active	Amendment
<input type="checkbox"/>	02/23/2017	17TMP-001404	WS10 - Cross Connection Certification Application				Resume Application
<input type="checkbox"/>	02/21/2017	17-WS10-000411-APP	WS10 - Cross Connection Certification Application			Approved	
<input type="checkbox"/>	02/21/2017	WS10-0032770	WS10 - Cross Connection Certification		02/21/2017	About to Expire	Renew Authorization



To Get Help

- Questions about your ePLACE Account (account set up, password, find a form, make payment, My Records)
- ePLACE_helpdesk@state.ma.us.
- or call (844) 733-7522 (7:30 am – 5pm, M-F)
- Questions about the Program Requirements for this certification.
 - Regional Permit Chief
 - Don't know which region to contact? See <http://www.mass.gov/eea/agencies/massdep/about/>

